

63-851211

MEMORANDUM FOR: Deputy Director (Plans)  
Deputy Director (Intelligence)  
Deputy Director (Science & Technology)  
Deputy Director (Support)

SUBJECT : Approval of Research and Development Activities

1. In accordance with paragraph 1.e. of the regulation on the Approvals System ( [ ] Revised 27 June 1963), this memorandum establishes guidelines for the approval of certain separate activities, namely the research and development efforts initiated by the Agency. The intent is to standardize the financial levels at which approval of higher level authority must be obtained.

2. As of this date the separate activities which shall be responsive to this memorandum of instruction, on an item-by-item basis, are:

- a. Agent-oriented engineering/development efforts, whether contracted for externally or conducted internally, of the Technical Services Division, DD/P.
- b. Research and development efforts relating to improved photographic exploitation initiated by the National Photographic Interpretation Center, DD/I.
- c. Research and development undertakings of the Office of Communications, DD/S.
- d. Research and development efforts of the Office of Research and Development and the Office of ELINT, DD/SEI.
- e. The research and development activities, other than those included under the National Reconnaissance Office, of the Office of Special Activities, DD/SEA.

3. The annual preparation of R&D programs shall be coincident to the formulation of the Operating Budget. Review of these programs shall be undertaken by the Deputy Director concerned, in concert with the Director, Office of Budget, Program Analysis and Manpower and the Executive Director-Comptroller. The R&D programs and supporting detail as prescribed by the Executive Director-Comptroller will form the basis for approval by the Deputy Director of Central Intelligence of the R&D portion of the Operating Budget.

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4. In addition to procedures relating to program review and Operating Budget approval, the individual R&D efforts as set forth in paragraph 2. above require prior approval by the Deputy Director of Central Intelligence whenever:

a. A proposed undertaking involves a significant new policy consideration, or for any other reason suggests the desirability of prior consideration at head-of-agency level, regardless of financial magnitude.

b. A proposed new undertaking requires a total authorization in excess of \$150,000 in the current fiscal year.

c. An amendment is proposed for an existing project or contract which would raise the total authorization more than \$100,000 above the level established in the pertinent R&D program.

Such requests for DDCI approval shall be submitted via the Director, Office of Budget, Program Analysis and Manpower and the Executive Director-Comptroller. Attached at Annex is a suggested outline to be followed in documenting R&D projects and contracts for approval purposes. Where there is an existing approvals mechanism within a Deputy Directorate such system may be retained provided the submissions generally encompass the information required at Annex.

5. A Deputy Director may:

a. Approve new R&D efforts and amend, extend, renew or terminate continuing efforts which, based on the guidance given in paragraph 4. above, do not require consideration by the Deputy Director of Central Intelligence.

b. Delegate approval authorities contained in paragraph 6.a. above to his Assistant Deputy Director.

c. Delegate to subordinate Operating Officials authority to approve new R&D efforts and to amend, extend, renew or terminate continuing efforts, provided the action taken will not cause the total authorization to exceed \$50,000 in the current fiscal year.

6. Deputy Directors will notify the Director, Office of Budget, Program Analysis and Manpower of all financially significant changes relating to R&D programs in such detail as the Executive Director-Comptroller may require for reporting on a current basis the status of the Financial Plan to the Deputy Director of Central Intelligence.

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Annex

Research and Development  
Project Approval Request

I. Identification

Under what category of Agency Program Activity will project be undertaken; by what component; included in financial plan and at what level; if not what prompted initiation now; any internal designation?

II. Objectives

What is requirement for this effort, what will be resulting product, how will it be used, what is advancement over existing capabilities?

III. Background

Substantive and/or operational justification, previous or existing means of meeting problem pertinent operational experience.

IV. Technical Specifications

Technical data as applicable and in sufficient detail to permit reasonable evaluation by qualified staff elements within the requesting component, but at the same time this section should not incorporate full specifications as might be worked up by the contractor.

V. Contractor & Financial Arrangements

Name of firm; others considered; reason for choice; cost; duration; guidance from Headquarters, etc.

VI. Coordination

Within the Agency; with other Governmental departments; with academic or business institutions as appropriate.

VII. Security

Within the Agency; within the contracting firm or institution; other aspects.

MEMORANDUM FOR: Deputy Director (Science and Technology)

SUBJECT : Approval of Separate Activities in the  
Science and Technology Area

STAT 1. In accordance with paragraph 1.e. of the regulation on the Approvals System ( [ ] Revised 27 June 1963), this memorandum provides guidelines for the approval of certain activities in the Science and Technology Area. Procedures for approval of your research and development projects, such as those contracted for by the Office of ELINT, are outlined in another DDCI memorandum which has Agency-wide application. Accordingly, this memorandum addresses itself to those non-R&D undertakings of your directorate which would be characterized as "separate activities" within the meaning of the cited regulation.

2. The rapidly evolving nature of the Agency's Science and Technology program does not permit the establishment at this time of a finite list of line items which fall under the "separate activities" category. As an interim measure, however, it is requested that you apply the formula in this memorandum to the external research projects of the Office of Scientific Intelligence, and to such things as the development of new systems within the Office of Computer Services, certain specialized efforts in support of technical collection, etc. The experience factor will no doubt serve to refine this requirement further.

3. For separate activities of a non-R&D nature within the Science and Technology Area the approval of the Deputy Director of Central Intelligence must be obtained whenever:

a. A proposed undertaking involves a significant new policy consideration, or for any other reason suggests the desirability of prior consideration at head-of-agency level, regardless of financial magnitude.

b. A total authorization is required in excess of \$150,000 in the current fiscal year.

c. An amendment is proposed to an existing activity which would raise the total authorization more than \$100,000 above the level established in the Financial Plan.

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In addition the Deputy Director (Science and Technology) will notify the Director, Office of Budget, Program Analysis and Manpower of all financially significant changes relating to the over-all S&T program in such detail as the Executive Director-Comptroller may require for reporting on a current basis the status of the Financial Plan to the Deputy Director of Central Intelligence.

4. The Deputy Director (Science and Technology) may:

a. Approve new activities and amend, renew or terminate continuing activities which, based on the guidance given in paragraph 3. above, do not require consideration by the Deputy Director of Central Intelligence.

b. Delegate to the Assistant Deputy Director (Science and Technology) such authorizations as are granted to him in this memorandum.

c. Delegate to subordinate Assistant Directors approval authority within their individual Offices for the initiation, amendment, renewal or termination of activities, providing the total amount involved is not in excess of \$25,000.

5. Those actions involving separate activities within the Science and Technology Area which, based on the foregoing, do require approval by the Deputy Director of Central Intelligence shall be submitted via the Director, Office of Budget, Program Analysis and Manpower and the Executive Director-Comptroller with background materials and staff comments as appropriate.

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

O/BPAM/JMC/RLS/ncl 17 December 1963

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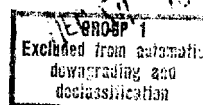
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Executive Registry  
63-8812

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To DDCI with  
recommendation  
for signature.  
18 DEC 1963  
LDC

MEMORANDUM FOR: Executive Director-Comptroller *LBN*

SUBJECT : Submission of Certain Activities for  
DDCI Approval

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 5.

2. Attached are two memoranda which we believe are appropriate and necessary follow-ons to the implementation of the revised regulation on the Approvals System (  ).

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3. The first memorandum deals with review and approval procedures for the Agency's Research and Development activities, and is directed to all four of the Deputy Directors since each has an R&D function within his command. The memorandum requires that R&D programs be prepared and reviewed in concert with the Operating Budget, but also directs that certain activities ("projects") within the programs be broken out and submitted in detail for separate DDCI consideration. We estimate that with a "threshold" of \$150,000 some two dozen new R&D projects would be surfaced annually. This would seem a reasonable figure to test the efficacy of the system.

4. The second memorandum deals with the non-R&D activities of the Science and Technology Area, and insures that in this dynamic new organization there will be proper checks and balances and a timely flow of information to top Agency management.

5. Both memoranda have been coordinated with appropriate officers of the four Directorates. Your signature, or that of General Carter, is recommended.

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JOHN M. CLARKE  
Director of Budget,  
Program Analysis and  
Manpower

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